

NAWCWPNSINST 5305.1A CH-3
731000E
12 July 1999

NAWCWPNS INSTRUCTION 5305.1A CHANGE TRANSMITTAL 3

From: Commander, Naval Air Warfare Center Weapons Division

Subj: INCENTIVE AWARDS

1. Purpose. To issue change 3 to the basic instruction.
2. Action. Make the following pen changes:
 - a. On page 1-6-3, paragraph 2 of enclosure (1) to the basic instruction, change \$100 to \$200.

/s/
R. B. ORMSBEE
Vice Commander

Distribution:
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731000E (15)

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w/CH-2 of 14 Nov

1996

NAWCWPNS INSTRUCTION 5305.1A

From: Commander, Naval Air Warfare Center Weapons Division

Subj: INCENTIVE AWARDS

Ref: (a) OCPMINST 12451.1
(b) FPM/CPI 451
(c) OPNAVINST 1650.8C

Encl: (1) Description of Awards
(2) Award Nomination Format
(3) Procedures for Submitting Awards
(4) Tangible and Intangible Benefits Tables

1. Purpose. To issue procedures per references (a) and (b) for administering the Incentive Awards Program for the Naval Air Warfare Center Weapons Division (NAWCWPNS) and the Naval Air Weapons Stations (NAWS) Point Mugu and China Lake. This revision provides changes in the awards given brought about by the Competency Aligned Organization. (A)

2. Cancellation. NAWCWPNSINST 5305.1 (R)

3. Scope. This instruction applies to all competitive and excepted service civilian employees and members of the military serving in NAWCWPNS.

4. Definitions. Enclosure (1) provides a description of individual and group awards.

a. Incentive Award. A monetary or nonmonetary award for an extraordinary contribution to the quality, productivity, efficiency, and economy of operation resulting in tangible benefits, savings or cost avoidance, and intangible benefits.

b. Special Act Award. Monetary recognition of a group or an individual for a nonrecurring contribution either within or outside of normal job responsibility such as a scientific or engineering achievement, act of heroism, or other exemplary accomplishment.

5. Background. The Department of the Navy Incentive Awards Program was established to improve government operations and to

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recognize employees by incentive awards. Awards under this program are designed to:

a. Appropriately recognize and reward employees in a timely manner, individually or in groups, as merited for their suggestions, inventions, special achievements, or other personal efforts that contributed to quality, productivity, efficiency, economy or other improvements in government operations.

b. Recognize and reward employees, individually or in groups, who perform special acts or services in the public interest in connection with or related to their official employment.

c. Motivate employees to increase productivity by recognizing creativity in the work place and by rewarding employees as soon as possible after contributions are made.

6. Policy. NAWCWPNS policy is to:

a. Encourage the maximum participation of all military and civilian personnel in improving operations of the Federal Government.

b. Recognize and reward military and civilian personnel for their extraordinary contributions to quality, productivity, efficiency, and economy that are above normal position requirements.

7. Authority and Responsibility

a. The Commander, NAWCWPNS, is responsible for establishing an active Incentive Awards Program, assigning responsibilities at appropriate levels within the activity, providing leadership and management support, and reviewing program results. The Commander must endorse monetary award recommendations for amounts in excess of \$5,000 for individual awards and in excess of \$10,000 for group awards before they are forwarded to higher authority for final action.

R) b. Supervisors (military and civilian) will recommend individuals or groups for awards and encourage employees to submit suggestions and inventions that merit awards, or submit suggestions on an employee's behalf. Supervisors will submit proposed monetary awards to the Competency Aligned Organization (CAO) line manager with approval to expend the proposed level of funds for approval.

R) c. Budget Authority. When a cash award is involved, the local CAO line manager with budget authority must approve funds from the activity's payroll budget. CAO line managers will approve funds for a monetary award and submit request to the Human Resources Department for final processing.

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d. Vice Commander and Level 1 Competency Directors will: (R)

(1) Report to Commander, NAWCWPNS, on program use and funding, and ensure program use by their organization is proper.

(2) Support the NAWCWPNS Awards' Board by reviewing awards and recommending program improvements.

(3) Review program results, conduct evaluation, and take any appropriate corrective actions.

(4) Maintain overall budget control for awards for their respective organization.

(5) Ensure consistent and equitable awards and use proper means to achieve these goals, including approval or disapproval of awards and award adjustments.

(6) Approve individual awards of \$2,501 to \$5,000 and group awards up to \$10,000. Forward for final approval individual awards over \$5,000 and group awards over \$10,000 to the Naval Air Systems Command via the Commander, NAWCWPNS.

e. Level 2 Competency Managers; Commanding Officers, NAWS; and equivalent positions will: (R)

(1) Approve monetary awards of \$301 to \$2,500.

(2) Review award nominations and submit through appropriate procedures for final approval.

f. Originator will: (R)

(1) Submit nominations using enclosure (2), NAWCWPNS 5301/1 (6-94), Award Nomination, per appropriate procedures (see enclosure (3)). Coordinate, as necessary, with other departments when nominations cross organizational lines.

(2) Provide staff support to administer the program.

(3) Prepare final documentation to support specific award requirements as described. If the award is given for producing tangible or intangible benefits to the organization, use the tables provided in enclosure (4) to determine the appropriate amount. Coordinate the preparation of certificates, citations, plaques, etc., and monetary payment as described in the award received. Approve monetary awards up to \$2,000, if redelegated from Level 2 Competency Managers. (R)

(4) Make arrangements with the award presenter for appropriate presentation.

(5) Arrange publicity (i.e., photographer, newspaper), as appropriate.

(6) After presentation by the proper authority, forward award information to the Awards Administrator for record keeping purposes.

R) (7) Maintain sufficient records in the office to justify approved awards.

(8) Obtain retirement plaques, certificates, and awards approved by the NAWCWPNS Awards Board.

A) (9) Provide informal recognition through items of nominal value such as department plaques, arm patches, appliques, and other similar forms of recognition to persons who, in the opinion of the cognizant manager, have made a significant contribution to the activity. Awards must display the emblem of the program they represent or the NAWCWPNS logo. Procurement of these awards is the responsibility of the manager with funds coming from locally available overhead or operations and maintenance funds. Given the informal nature of these recognition items, the normal documentation requirements do not apply. Each department will establish its own documentation procedures.

g. Head, Human Resources Department will:

(1) Maintain general jurisdiction over the entire Incentive Awards Program and appoint an Awards Administrator.

(2) Ensure the continual development and promotion of the program to serve the needs of NAWCWPNS.

(3) Serve as advisor to the NAWCWPNS Awards Board.

h. Awards Administrator will:

(1) Ensure regulatory correctness and compliance with law.

(2) Provide guidance to supervisors and to managers in pro-cedural correctness of documenting incentive awards.

(3) Provide assistance to supervisors and to managers in determining appropriate awards for the type of achievement to be recognized.

(4) Coordinate the Incentive Awards Program with other pro-grams.

(5) Prepare reports for higher level activities, as required, and maintain necessary records.

(6) Provide advisory assistance to line management in stimulating interest and promoting the Incentive Awards Program.

(7) Evaluate new awards and coordinate approval.

(8) Solicit nominations for awards and provide advice to the NAWCWPNS Awards Board, and coordinate and attend their meetings.

i. NAWCWPNS Awards Board will:

(1) Provide principle program direction and operation guidance for NAWCWPNS.

(2) Screen nominations for awards that could require approval, endorsement, or presentation by the Commander, NAWCWPNS. The Awards Board can elect to use ad hoc committees for initial screening.

(3) Include the Vice Commander and Level 1 Competency Directors, with advice from the Head, Human Resources Department and the Awards Administrator. (R

(4) Meet quarterly, alternating between Point Mugu and China Lake. The meeting is chaired by the Vice Commander. When circumstances require action by the Awards Board between quarterly meetings, the Head, Human Resources Department will schedule meetings, as appropriate.

8. Procedures. Nomination procedures are outlined in enclosure (3).

a. In general, unless circumstances warrant otherwise, supervisors and management officials will not discuss an award recommendation with a nominee until the award is approved or, in the case of non-Federal sponsored awards, is submitted for outside consideration. The documentation for these types of awards is privileged information and is made available only to those involved in the decision process and certain other officials on a need-to-know basis.

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R) b. Award nominations that require presentation or approval by the Commander, NAWCWPNS, must include:

R) (1) Memorandum to the Commander, NAWCWPNS.

R) (2) Justification.

D) (3) Citations, if required.

(4) A list of award recipients for group awards: Name, pay plan, series, grade and code.

c. Approval/disapproval of an award is not grievable or appealable.

d. Military members receive a cash award only if the contribution meets the criteria of reference (c).

D) 9. Action. The Incentive Awards Program is administered per the procedures provided in this instruction. Obtain advice and guidance on this instruction from the Awards Administrator, Human Resources Department.

A) 10. Forms

a. NAWCWPNS 5305/1 (6-94), Award Nomination, is available from Code 73D000D at China Lake and from Code 731000E at Point Mugu and is available electronically on the CL ADMIN zone, ADMIN SUPPORT server at China Lake and the FS0024A File Server at Point Mugu.

b. SF 50 (Rev. 7-91), Notification of Personnel Action, is available from Code 731000D/E.

11. Directive Responsibility. The Head, Human Resources Department, Code 730000E, is responsible for keeping this instruction current.

J. D. DODD
Acting

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731000D (15)

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5305.1A

NAWCWPNSINST

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SECTION 1

MANAGEMENT AWARDS

COMMANDER'S AWARD

COMMANDING OFFICER'S AWARD

AWARD OF MERIT FOR GROUP ACHIEVEMENT

NAWCWPNS TEAM AWARD

EQUAL EMPLOYMENT OPPORTUNITY (EEO) ANNUAL AWARD

6 Jun 1996

COMMANDER'S AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is designed to recognize and honor a person, civilian or military, who has demonstrated exceptional management and leadership support of mission accomplishments.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a plaque, a citation signed by the Commander, and \$300. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria. Selection is based on one or more of the following criteria:

a. Demonstration of ability to manage the work of others to accomplish major tasks or programs within cost and time constraints.

b. Development and encouragement of pride and professionalism in organizational performance and achievement.

c. Development and implementation of support programs that are clearly outstanding and support NAWCWPNS initiatives, goals, and objectives.

d. Providing opportunity for and encouragement of professional growth of other personnel.

e. Development of personal managerial potential. Expectancy of a continued high level of management support that contributes to the NAWCWPNS mission.

4. Procedure. Submit nominations to the Commander, NAWCWPNS, per procedure 2, enclosure (3).

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COMMANDING OFFICER'S AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is designed to recognize and honor a person, civilian or military, who has demonstrated exceptional management and leadership support of mission accomplishments.

2. Description

a. The award is presented by the Commanding Officer, NAWS.

b. The award consists of a plaque, a letter of appreciation signed by the Commanding Officer, and \$200. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria. Selection is based on one or more of the following criteria:

a. Demonstration of ability to manage the work of others to accomplish major tasks or programs within cost and time constraints.

b. Development and encouragement of pride and professionalism in organizational performance and achievement.

c. Development and implementation of support programs that are clearly outstanding and support NAWS initiatives, goals, and objectives.

d. Providing opportunity for and encouragement of professional growth of other personnel.

e. Development of personal managerial potential. Expectancy of a continued high level of management support that contributes to the NAWS mission.

4. Procedure. Submit nominations to the Commanding Officer, NAWS, Point Mugu or China Lake, as appropriate, per procedure 2, enclosure (3).

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AWARD OF MERIT FOR GROUP ACHIEVEMENT

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This honorary award recognizes groups, civilian or military personnel. The intent of the award is to recognize group efforts (suggestions or special achievements) that have high value or benefits.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a certificate and a citation presented to each member of the group.

3. Criteria. The contribution applies to an area of operation or project that would be comparable to an individual Navy Meritorious Service Award. Award recommendations are based on, but are not limited to, contributions such as:

a. An extraordinary service, suggestion, or special achievement that is of unusual value to the Navy.

b. The development of a scientific project of extraordinary importance, magnitude, or significance.

c. The performance of assigned duties in a manner that is clearly exceptional when compared to all others performing similar duties and that has resulted in a distinct and identifiable bene-fit to the Navy.

d. A series of suggestions or special achievements with unusual or extraordinary cumulative results.

e. A demonstration of great courage and voluntary risk of per-sonal safety in the face of danger that was over and beyond the call of duty and that resulted in direct benefit to the Government or to its personnel.

4. Procedure. Submit nominations to the Awards Board per procedure 1, enclosure (3).

NAWCWPNS TEAM AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒
Civilian

1. Background. This award was established to recognize specific efforts accomplished through teamwork.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS, or Level 1 competency directors, as appropriate.

b. The award consists of a paperweight and a letter of appreciation signed by the Commander, NAWCWPNS, and a \$300 award for each member of the team. Military members receive a cash award only if the contribution meets the criteria of reference (c).

(R)

3. Criteria. The award is granted for either or both of the following group or team accomplishments:

a. Achievement of a technical or managerial accomplishment or both by a group through teamwork. Achievements must bring inter-nal and external recognition to the group or team and to NAWCWPNS. The achievement must further the mission of NAWCWPNS.

b. Team effort and excellence in a technical area that is directly related to the mission of NAWCWPNS and represents an outstanding achievement in a specific technical problem area or a breakthrough in the technology enabling mission accomplishment, or both. The technical achievement must demonstrate a team's effort in overcoming technical difficulty to solve technical problems or develop methods to enhance the operational capability of existing systems, or both.

4. Procedure. Submit nominations to the Commander, NAWCWPNS, per procedure 2, enclosure (3).

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) ANNUAL AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Description of Award and Intent

a. The purpose of this award is to recognize those NAWCWPNS supervisors and managers, EEO committee members, and other employ-ees who have made outstanding contributions to the NAWCWPNS EEO Program through excellence in their leadership skill, imagina-tion, and perseverance. Four awards are given annually, one in each of the following categories:

- (1) Supervisor or manager
- (2) EEO leadership
- (3) Nonsupervisor
- (4) Military leadership

b. Awards for achievement in EEO are intended to provide recognition of those persons who have excelled in carrying out EEO Program objectives or made noteworthy contributions to the EEO Program.

c. The award is presented by the Commander or Vice Commander, NAWCWPNS.

d. The award consists of a plaque and a citation signed by the Commander, NAWCWPNS.

2. Qualifications

a. Supervisor or Manager. Recognition for superior accomplishment in fostering equal opportunity by a supervisor or manager must be based on objective evidence that the civilian supervisor or manager has excelled in several of the following factors:

(1) Motivates employees through direct encouragement and assistance in developing their full potential and using their skills to the maximum. Positive results in this area are demonstrated by providing opportunities for skill development, such as details, temporary assignments, training; providing opportunity for the upward mobility of lower grade and underused employees;

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recognizing employee achievements, beneficial suggestions, and superior performance of lower grade employees.

(2) Achieves effective employee use, as indicated by the morale of the organization, attendance records, low turnover, few grievances, hours of professional time saved, and creation of new job opportunities.

(3) Demonstrates sensitive treatment of all employees. This is shown by the supervisor's concern for providing equal opportunity in allowing for attendance at training classes, giving recognition, overtime assignments, promotions, etc.

(4) Demonstrates support for the affirmative action plan by taking actions that help correct underrepresentation within the organization, by recognizing employee skills and abilities and establishing upward mobility or career ladder positions, or rede-signing jobs to move employees out of dead-end positions and providing opportunity for those employees who are less skilled.

b. EEO leadership. Persons who have specific responsibilities for EEO within NAWCWPNS, such as EEO committee persons (chairperson or member), subcommittee members and Collateral Duty Coordinators whose accomplishments in training, recruitment, or other activity advanced equal opportunity in the Federal Government. To qualify for consideration, the person must demonstrate excellent leadership in several of the following factors:

(1) Provides superior counseling and guidance to employees that encourages and assists them in planning and achieving training, educational, or career goals related to their needs and the agency's needs.

(2) Displays outstanding leadership in developing and implementing an EEO affirmative action plan or activity that leads to significant changes or improvements in the NAWCWPNS EEO Program.

(3) Achieves outstanding success working with educational institutions to encourage qualified minority group persons and women to apply for middle or higher level or shortage category jobs where they are underrepresented.

(4) Works with high effectiveness with educational institutions on curricula development activities that help students better prepare themselves for Federal employment.

(5) Provides outstanding leadership and participation in activities, within or outside the organization, that foster equal employment opportunity in government.

(6) Achieves outstanding success working in support of economic opportunity or other community action programs directed to advance equal opportunity.

c. Nonsupervisor. Specific actions taken by individuals in support of the EEO Program might be:

(1) Outstanding success working with educational institutions to encourage qualified minority group persons or women to apply for higher level or career positions than presently employed.

(2) Works with unusually high effectiveness with educational institutions on curricula development activities that help students to better prepare themselves for federal employment.

(3) Displays outstanding leadership and participation in activities that foster equal opportunity in Government within or outside the organization.

(4) Initiates or takes actions that will help correct under-representation within NAWCWPNS.

d. Military Leadership. This award is given to the military member (enlisted or officer) whose outstanding leadership was demonstrated by involvement in several of the following:

(1) Motivates employees through direct or indirect encouragement and assistance to develop their skills to their maximum potential and to pursue positive programs.

(2) Demonstrates sensitive and equal treatment of all employees.

(3) Supports equal opportunity as evidenced by his or her actions and accomplishments.

(4) If supervising civilians, supports affirmative action to correct underrepresentation.

3. Procedure. Submit nominations to the Awards Board per procedure 1, enclosure (3).

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SECTION 2

MEMORIAL AWARDS

MEMORIAL AWARD FOR DR. MANUEL A. GARCIA

MEMORIAL AWARD FOR DR. TWAIN C. LOCKHART

MEMORIAL AWARD FOR DR. WILLIAM B. McLEAN

THE MICHELSON LABORATORY AWARD

MEMORIAL AWARD FOR DR. L.T.E. THOMPSON

MEMORIAL AWARD FOR CAPT KENNETH A. WALDEN

MEMORIAL AWARD FOR GWENDOLYN ELLIOTT HUNT

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MEMORIAL AWARD FOR DR. MANUEL A. GARCIA

☐ Navy ☐ Non-Navy ☒ Local ☐ Military ☒ Civilian

1. Background. This annual award is designed to recognize a civilian employee of NAWCWPNS who has made significant strides in personal development, career advancement, and contributions to mission accomplishment in the Division's engineering goals. Dr. Manuel A. Garcia, by his example and his personal involvement with his coworkers, provided encouragement and incentive to others to further their education. As part of the university extension programs at Point Mugu, he taught both undergraduate and graduate courses. As a teacher, he inspired all by his unique understanding of the course work and of each student. In every assignment, he demonstrated a professional engineering approach to defining and proposing a solution. He epitomized what the engineering professional should be and how the engineering professional can improve the products of Point Mugu's efforts. Dr. Garcia was a true professional and most of all a warm, sensitive human being. His most significant contribution while at Point Mugu was helping people to accept that every person is important and that education can help each person realize that importance.

2. Description

a. The award is presented annually by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a plaque recognizing specific achievements.

3. Criteria. This award recognizes an individual's dedication to personal improvement through self-initiated academic activity. Considered is individual creativity, as evidenced by innovative and unique approaches to developing engineering solutions, and evidence of a valuable contribution to mission accomplishment through engineering expertise.

4. Procedure. Submit nominations annually by 1 August to the Awards Board per procedure 1, enclosure (3).

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MEMORIAL AWARD FOR DR. TWAIN C. LOCKHART

☐ Navy ☐ Non-Navy ☒ Local ☐ Military ☒ Civilian

1. Background. This annual award is designed to recognize a civilian employee of the NAWCWPNS who has made significant strides in personal development, career advancement, and contributions to mission accomplishment in the Division's management efforts. Dr. Twain C. Lockhart set an exceptional example for every modern Federal manager to follow. Through his personal initiative and motivation, he left a high mark for future executives to achieve. In addition to his position duties, he was active in EEO and affirmative action, labor relations, training, and upward mobility programs. He served on numerous committees including the Scientific Advisory Board, the Interlaboratory Committee on Personnel Administration, and the Long-Term Training Committee. Dr. Lockhart was a man of great personal magnetism, a pragmatic manager whose style endeared him to all levels of the organization. He believed in the value of education, having attained a doctorate degree in business administration, and he supported a strong human resources program. It is fitting that an award presented in his memory be in the management skills area and that the recipient should be challenged to follow in his footsteps.

2. Description

a. The award is presented annually by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a plaque recognizing specific achievements.

3. Criteria. The award criteria is based on an individual's dedication to personal improvement through self-initiated academic activity. Considered is individual creativity, as evidenced by innovative and sound practices that enhance efficiency in meeting management goals, and evidence of a valuable contribution to mission accomplishment through administration expertise.

4. Procedure. Submit nominations annually by 1 August to the Awards Board per procedure 1, enclosure (3).

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MEMORIAL AWARD FOR DR. WILLIAM B. MCLEAN

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. The William B. McLean Award was established in 1968 to recognize outstanding creativity among employees in furthering the mission of China Lake as evidenced by significant inventions. This award pays tribute to Dr. William B. McLean, Technical Director at China Lake from 1954 to 1967. Dr. McLean, by his leadership, vision, and tremendous personal contribution brought lasting recognition and distinguished the reputation of China Lake. His achievements include 18 patents and three Notices of Allowability as well as many inventions that were not patented or for which he was a coinventor.

2. Description

a. The award is presented annually by the Commander or Vice Commander, NAWCWPNS.

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b. The award consists of a certificate and a medallion.

3. Criteria. This award recognizes an employee who has demonstrated exceptional creativity through significant inventions. Selection for this award is based on the originality and significance of an invention to the mission of NAWCWPNS.

4. Procedure. Submit nominations by 1 March to the Awards Board per procedure 1, enclosure (3).

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THE MICHELSON LABORATORY AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. The Michelson Laboratory Award was established in 1966 to recognize individuals for technical excellence based on outstanding performance of individual duties, and is complementary to the L.T.E. Thompson Award.

2. Description

a. The award is presented annually by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a certificate and a "key" desk plaque.

3. Criteria. This award is granted for either or both of the following accomplishments:

a. Individual outstanding effort and professional excellence to the end that they represent significant achievement in the areas of management and leadership that result in the bringing of singular recognition to the individual and furthers the mission of NAWCWPNS.

b. Individual effort and excellence in the technical aspects of the work of NAWCWPNS that represents outstanding achievement with a specific technical problem and represents the individual's singular efforts in overcoming technical difficulty, enabling NAWCWPNS to arrive at significant levels in ordnance development, test, and evaluation.

4. Procedure. Submit nominations by 1 March to the Awards Board per procedure 1, enclosure (3).

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MEMORIAL AWARD FOR DR. L.T.E. THOMPSON

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. In 1956, the Commander at the China Lake site established the L.T.E. Thompson Award as the center's highest recognition for outstanding individual achievement. This award pays tribute to the accomplishments of China Lake's first Technical Director. By his leadership, vision, and persistent efforts, Dr. Thompson gathered a strong complement of outstanding men and women. The success of China Lake in the field of ordnance was due in great part to the initial guidance of Dr. Thompson and to his skill in integrating military and civilian personnel into an enthusiastic, effective group.

2. Description

a. The award is presented annually by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a medal and a certificate.

3. Criteria

a. The award criteria is based on an individual's outstanding contribution to the advancement of ordnance toward the fulfillment of NAWCWPNS mission and thus of the forces of the United States Navy. It is given for a single outstanding achievement or for continued excellence of performance.

b. The award recognizes dedication to the mission of NAWCWPNS as indicated by assumption of responsibilities; representation of NAWCWPNS in meetings with outside groups; promotion of NAWCWPNS efforts; attracting high-level personnel to employment within NAWCWPNS and development of subordinates, as indicated by inter-est and encouragement for subordinates to increase their professional standing; creativity, as indicated by originating ideas and encouraging and accepting new ideas from others; efficiency of operation, as indicated by continued improvements in methods of operation; meeting deadlines in shorter than anticipated periods; and maintaining performance levels with a minimum of personnel and funds.

4. Procedure. Submit nominations by 1 March to the Awards Board per procedure 1, enclosure (3).

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MEMORIAL AWARD FOR CAPT KENNETH A. WALDEN

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. Captain Kenneth A. Walden, by his example and personal involvement with all whom he worked, provided motivation and leadership to others to achieve the technical and operational objectives of Range Operations at Point Mugu. By example, he provided a strong commitment to each person to excel in their respective capacities and support Point Mugu's mission and goals. He was particularly close to the people who worked with the equipment, providing the backbone of labor that made Point Mugu such a nationally recognized "center of excellence".

2. Description. The award, a plaque recognizing specific achievements is presented annually by the Commander or Vice Commander, NAWCWPNS.

3. Criteria

a. The award criteria is based on an individual's dedication to personal improvement as evidenced through self-initiated study and career advancement as well as individual motivation, ingenuity, and professionalism evidenced through valuable technical and operational contribution to the NAWCWPNS mission. While not excluding engineers and other professional (degree) personnel, this award focuses more on the technicians, operations specialists, and others who provide much needed and highly valued technical and operational support to the mission without the benefit of a four-year college technical education.

b. The award is designed to recognize civilian or military employees of NAWCWPNS who have made significant strides in personal development, career advancement, or contribution to mission accomplishment in the Division's technical and operational goals within the last three years.

4. Procedure. Submit nominations annually by 1 November to the Awards Board per procedure 1, enclosure (3).

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MEMORIAL AWARD FOR GWENDOLYN ELLIOTT HUNT

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is intended to recognize a NAWCWPNS military or civilian employee who has overcome barriers and made significant strides in personal development, academic achievements, career advancement, and mission accomplishment. Ms. Gwendolyn Elliott Hunt was a charismatic leader and technical professional who continually rose to every challenge placed before her both during her distinguished career at NAWCWPNS and external community endeavors. A positive role model for all employees, she refused to allow race, gender, and physical handicap to deter her efforts to ascend to a prominent position of leadership and make significant contributions to the efficiency and quality of life at NAWCWPNS.

2. Description. The award, a plaque recognizing specific achievements, is presented annually by the Commander or Vice Commander, NAWCWPNS.

3. Criteria. This award recognizes individuals, military or civilian, who have successfully overcome significant barriers in the workplace, while demonstrating high standards of leadership as evidenced by: (a) academic achievements, (b) career advancement through commitment to personal development, (c) acknowledgment as a positive role model, and (d) significant contributions to mission accomplishment.

4. Procedure. Submit nominations annually by 1 October to the Awards Board per procedure 1, enclosure (3).

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SECTION 3

HONORARY/MONETARY/NONMONETARY AWARDS

Honorary/monetary/nonmonetary awards are given at all levels of Government (Department of Defense, Department of the Navy, Presidential Awards, or Government-wide awards) and by private organizations to recognize individual and group achievements. Award authority ranges from the local activity head to the President of the United States.

Awards cover:

Executive Leadership Awards

Public Administration Awards

Scientific and Technical Awards

Financial Management Awards

Personnel Administration Awards

General Awards

Nominations are solicited by the Awards Administrator.

6 Jun 1996

NAVY MERITORIOUS CIVILIAN SERVICE AWARD

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. This award is the third highest Navy honorary award and is intended to recognize meritorious civilian service or contributions that have resulted in high value or benefits to the Navy.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS; Commanding Officers, NAWS; or equivalent positions.

b. The award consists of a bronze medal, lapel emblem, and a certificate signed by the Commander, NAWCWPNS; Commanding Officers, NAWS; or equivalent positions.

c. An emblem with a star above the shield is available for recipients of two or more of these awards.

3. Criteria. The contribution applies to a smaller area of operation or a project of lesser importance than one that would warrant consideration for the Navy Distinguished Civilian Service Award or the Navy Superior Civilian Service Award. Award recommendations are based on, but are not limited to, contributions such as:

a. An extraordinary service, suggestion, or special achievement that is of unusual value to the Navy.

b. The development of a scientific project of extraordinary importance, magnitude, or significance.

c. The performance of assigned duties in a manner that is clearly exceptional when compared to all others performing similar duties and that resulted in a distinct and identifiable benefit to the Navy.

d. A series of suggestions or special achievements with unusual or extraordinary cumulative results.

e. A demonstration of great courage and voluntary risk of personal safety in the face of danger that was over and beyond

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the call of duty and that resulted in direct benefit to the Government or to its personnel.

4. Procedure. Submit nominations to the Awards Board per procedure 1, enclosure (3).

6 Jun 1996

NAVY SUPERIOR CIVILIAN SERVICE AWARD

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. This award is granted by the Naval Air Systems Command to an employee in recognition of superior civilian service or contributions that resulted in exceptional values or benefits to the Navy. This award is the second highest Navy honorary award and is designed to recognize employee contributions that rate exceptionally high in value, but are not of sufficient significance to warrant consideration for the Navy Distinguished Civilian Service Award.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a medal, lapel bar, and a certificate.

3. Criteria. The contribution applies to a smaller area of operation or a project of lesser importance than one that would warrant consideration for the Navy Distinguished Civilian Service Award. An employee must have received the Navy Meritorious Civilian Service Award before being eligible for this award. Recommendations for the Navy Superior Civilian Service Award are submitted on an individual basis. If two or more employees connected with the same achievement are recommended for this award, prepare separate recommendations and supporting papers for each employee. Award recommendations are based on, but are not limited to, contributions such as:

a. An extraordinary service, suggestion, or special achievement that is of unusual value to the Navy.

b. The development of a scientific project of extraordinary importance, magnitude, or significance.

c. The performance of assigned duties in a manner that is clearly exceptional when compared to all others performing similar duties and that resulted in a distinct and identifiable benefit to the Navy.

d. A series of suggestions or special achievements with unusual or extraordinary cumulative results.

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e. A demonstration of great courage and voluntary risk of personal safety in the face of danger that was over and beyond the call of duty and that resulted in direct benefit to the Government or to its personnel.

4. Procedure. Submit nominations to the Awards Board per procedure 1, enclosure (3).

- a. This award is approved by the Naval Air Systems Command.
- b. Use the format shown on page 1-3-2-3.

NOMINATION FORMAT

1. Brief resume not to exceed one page limited to the following data:

- a. Employee's name, job title, and grade.
- b. Description of employee's current job responsibilities.
- c. Summary of Federal and non-Federal employment.
- d. Education.
- e. Published papers, articles or books; inventions; participation in professional and civic organizations.
- f. Awards received including date and amount (if any).

2. Narrative justification for the award not to exceed two pages that includes:

- a. Area(s) of achievement on which the nomination is based.
- b. Scope and importance of mission, function, service, or task affected.
- c. Extent of ingenuity, innovation, or dedication demonstrating initiatives that exceeded job responsibilities.
- d. Results achieved, including benefits to the Government and impact on the organization.
- e. Recommended amount of award (if appropriate).
- f. Citation to appear on the certificate that must:

(1) State the nominee's name exactly as it should appear on the certificate.

(2) State clearly, accurately, and in nontechnical language the reasons for granting the award.

(3) Be typed in a space not to exceed 75 typewritten characters across the page and not to exceed 12 lines in length.

3. Final copy is sent to the Commander, Naval Air Systems Command.

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NAVY DISTINGUISHED CIVILIAN SERVICE AWARD

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. This award is the highest honorary award that the Secretary of the Navy confers on an employee of the Navy. The intent of the award is to recognize civilian employees who have distinguished themselves by extraordinary service or contributions of major significance to the Navy. The achievement or service must be truly exceptional even among outstanding accomplishments and when measured against the job responsibility of the individual being recommended for the award. It is designed for use when the contribution is so extraordinary that recognition over and above that which is conferred by the Naval Air Systems Command is deserved.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a medal, lapel bar, and a certificate signed by the Secretary of the Navy.

3. Criteria. Recommendations for the Navy Distinguished Civilian Service Award are submitted on an individual basis. If two or more employees connected with the same achievement are recommended for this award, prepare separate recommendations and supporting papers for each employee. When an employee's contribution war-rants consideration for the Navy Distinguished Civilian Service Award and a monetary award, the case documentation should clearly indicate the basis on which the honorary and monetary awards are recommended. Award recommendations are based on, but are not limited to, contributions such as:

a. An extraordinary service, suggestion, or special achievement that is of unusual value to the Navy.

b. The development of a scientific project of extraordinary importance, magnitude, or significance.

c. The performance of assigned duties in a manner that is clearly exceptional when compared to all others performing similar duties and that has resulted in a distinct and identifiable bene-fit to the Navy.

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d. A series of suggestions or special achievements with unusual or extraordinary cumulative results.

e. A demonstration of great courage and voluntary risk of personal safety in the face of danger that was over and beyond the call of duty and that resulted in direct benefit to the Government or to its personnel.

4. Procedure. Submit nominations to the Awards Board per procedure 1, enclosure (3).

a. This award is approved by the Secretary of the Navy.

b. Use the format on page 1-3-3-3.

NOMINATION FORMAT

1. Brief resume not to exceed one page limited to the following data:

- a. Employee's name, job title, and grade.
- b. Description of employee's current job responsibilities.
- c. Summary of Federal and non-Federal employment.
- d. Education.
- e. Published papers, articles or books; inventions; participation in professional and civic organizations.
- f. Awards received including date and amount (if any).

2. Narrative justification for the award not to exceed two pages that includes:

- a. Area(s) of achievement on which the nomination is based.
- b. Scope and importance of mission, function, service, or task affected.
- c. Extent of ingenuity, innovation, or dedication demonstrating initiatives that exceeded job responsibilities.
- d. Results achieved, including benefits to the Government and impact on the organization.
- e. Recommended amount of award (if appropriate).
- f. Citation to appear on the certificate that must:

(1) State the nominee's name exactly as it should appear on the certificate.

(2) State clearly, accurately, and in nontechnical language the reason for granting the award.

(3) Be typed in a space not to exceed 75 typewritten characters across the page and not to exceed 12 lines in length.

3. Final copy is sent to the Commander, Naval Air Systems Command.

6 Jun 1996

CAPTAIN ROBERT DEXTER CONRAD AWARD
FOR SCIENTIFIC ACHIEVEMENT

☒ Navy ☐ Non-Navy ☐ Local ☒ Military ☒ Civilian

1. Background. The award is named in honor of Captain Robert Dexter Conrad, who was a primary architect of the Navy's basic research program and was the Head of the Planning Division of the Office of Naval Research at the time of its establishment.

2. Description.

a. The award is presented by the Commander or Vice Commander, NAWCWPNS.

b. The award consists of a gold medal and a citation signed by the Secretary of the Navy. Presentation of the award will be coordinated by the originating department.

3. Criteria. The Secretary of the Navy grants this award annually to recognize an outstanding technical and scientific achievement by an individual in the field of research and development for the Department of the Navy. Such contribution will be so outstanding as to be widely recognized, not only by the cognizant personnel with the Department of Navy, but also by the civilian scientific and engineering community of the Nation. While no time limitation is imposed in selecting a candidate for the award, we recommend that only accomplishments of recent years be considered. Award considerations are given to achievements in any of the following:

a. Planning and administering scientific research or development.

b. Individual achievement or a series of achievements that contribute to the progress of science or technology in fields of significance to the Department of the Navy.

4. Procedure. Submit nominations by 1 June to the Awards Board per procedure 1, enclosure (3).

6 Jun 1996

NAVY AWARD FOR DISTINGUISHED ACHIEVEMENT IN SCIENCE

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. This award is granted by the Secretary of the Navy to employees of the Department of the Navy in recognition for pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential of far-reaching consequence. Bestowal is on a highly selective basis and, although there is no limit on the number of awards granted, the exacting criteria does limit the number of these awards.

2. Description

a. The award is presented by the Commander, NAWCWPNS.

b. The award consists of a gold medal, a lapel emblem, a certificate signed by the Secretary of the Navy, and a monetary award of not less than \$5,000.

3. Criteria. The achievement must be of a pioneering "break-through" nature that is of:

a. Such magnitude as to be recognized within the scientific community as opening the way to exploration of previously unexplored scientific fields.

b. A nature that establishes an important scientific principle, formula, or doctrine.

c. Extraordinary importance and value to the Nation and to the world, and is recognized as significantly beyond normal expectations. An achievement that only extends a known and recognized scientific principle or process beyond present limits is not qualifying.

4. Procedure

a. Submit nominations to the Awards Board per procedure 1, enclosure (3).

b. Final nominations submitted to the Naval Air Systems Command must contain the following:

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(1) A complete description and appraisal of the scientific achievement with particular emphasis on, and explanation of, the pioneering feature of the accomplishment.

(2) The same information and format as the Navy Distinguished Civilian Service Award (page 1-3-3-3).

(3) A proposed citation identifying the achievement. This must state clearly, accurately, and in nontechnical language, the reasons for granting the award. State the candidate's name exactly as it should appear on the certificate. Type the proposed citation in a space not to exceed 75 typewritten characters across the page and not to exceed 12 lines in length.

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SECTION 4

SPECIAL AWARDS

TEAMWORK AWARD

KIT SKAAR AWARD

TEST PILOT, TEST NAVAL FLIGHT OFFICER, AND TEST ENGINEER OF
THE YEAR AWARD

TIME OFF AWARD

NAVAL AVIATION SYSTEMS TEAM HOCKEY PUCK PROGRAM

SELF-HELP AWARD

TEAMWORK AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒
Civilian

1. Background. This award was established to recognize specific efforts accomplished through teamwork.

2. Description

a. The award is presented by Level 1 competency directors; (R)
Level 2 competency managers (department heads); or equivalent positions.

b. The award consists of a certificate signed by the Comman- (R)
der, NAWCWPNS, and a letter of appreciation signed by Level 1 competency directors or subdelegated positions.

3. Criteria. The award is granted for but is not limited to the following:

a. Achievement of a technical accomplishment through teamwork. The team effort is in a specific problem area, represents a break-through in technology, or is a process improvement. The achievement furthers the mission of the NAWCWPNS.

b. Achievement of a managerial accomplishment through teamwork. The team effort is in a problem area, an innovation, significant customer satisfaction, or a process improvement that enhances the mission of NAWCWPNS.

4. Procedure. Submit nominations through the appropriate chain of command per procedure 4, enclosure (3).

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KIT SKAAR AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes outstanding performance as a firing officer. The Kit Skaar Award was established in 1983 in recognition of Mr. Karsten "Kit" S. Skaar, who was Head of the Safety Department at China Lake from 1962 to 1970. The energetic materials Firing Officer Program was established in 1973.

2. Description

a. The award consists of a "bomb model" desk plaque, a monetary award, and a citation signed and presented annually by the Commander, NAWCWPNS. Military members receive a cash award only if the contribution meets the criteria of reference (c).

b. Employees nominated for the Kit Skaar Award, but not selected, are given a Letter of Commendation, signed and presented by the Commander or Vice Commander, NAWCWPNS.

c. Certificates of Commendation, signed by the Commander or Vice Commander, NAWCWPNS, are awarded in recognition of multiples of 5 years of safe operations by firing officers.

3. Criteria

a. Must have been a full-time NAWCWPNS employee for the period being evaluated.

b. Must have been officially designated a firing officer by the department head.

c. Must have actively operated as a firing officer in the conduct of firing operations.

d. Must have an unblemished safety record as a firing officer.

4. Procedures. Each department submits no more than one nomination per year according to procedure 4, enclosure (3). An awards board consisting of previous recipients of the Kit Skaar Award evaluates the nominations and makes the selection. The period of evaluation is from 1 August to 31 July. Nominations must contain the following:

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- a. Contributions to the Safety Program.
- b. Percentage of time actually functioning as a firing officer.
- c. Years of safe operations as a firing officer.
- d. Complexity and scope of tests conducted.
- e. Magnitude of responsibility in terms of hazard or cost.
- f. Other relevant information.

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TEST PILOT, TEST NAVAL FLIGHT OFFICER, AND
TEST ENGINEER OF THE YEAR AWARD☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is presented annually by the Commander or Vice Commander, NAWCWPNS, to recognize those individuals deserving of special recognition for their contributions in furthering successful flight test that resulted in delivering weapons that work to the fleet.

2. Description

a. The award consists of plaques recognizing specific achievements.

b. Annual awards for the most outstanding test pilot, test naval flight officer, and test engineer serving in a project capacity are sponsored by Commander, NAWCWPNS, and are presented at a time and place appropriate to the honor bestowed. Perpetual large plaques are displayed in the Headquarters Building with each recipient's name inscribed. A plaque inscribed by the Commander, NAWCWPNS, is presented to each recipient for permanent retention.

3. Qualifications

a. Test Pilot. That pilot, in a test project pilot capacity, whose significant individual accomplishments during the preceding fiscal year most exemplified outstanding ability, aptitude, and motivation for flight testing and leadership/management as a professional test aviator.

b. Test Naval Flight Officer. That naval flight officer, in a flight test capacity, whose significant individual accomplishments during the preceding fiscal year most exemplified outstanding ability, aptitude, and motivation for flight testing and leadership/management as a professional test naval flight officer.

c. Test Engineer. That engineer, in a flight test related endeavor or project, whose significant individual contributions during the preceding fiscal year most exemplified outstanding ability, aptitude, and motivation for advancing flight testing in scientific or technical achievement and whose leadership/management

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ment competence has most advanced the development and progress of
his or her project(s).

(R 4. Procedure. Submit nominations by 1 June of each year per pro-cedure 4, enclosure (3). The Awards Board, with the military competency leaders, will evaluate nominations and provide recommended selections to the Commander. Nominations will consist of letters of commendation describing the nominee's accomplishments, along with their name, job series, grade, title, and organizational code. Final selection is made by the Commander, NAWCWPNS. The award is presented by the Commander or Vice Commander, NAWCWPNS, in a suitable setting in keeping with this prestigious award.

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TIME OFF AWARD

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. Time off from duty is granted, without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government operations.

2. Description

a. Level 1 Competency Directors may approve time off not to exceed 2 workdays without further review and approval. Level 2 Competency Managers may approve time off not to exceed 1 workday without further review and approval. (R)

b. The Commander or Vice Commander, NAWCWPNS or Commanding Officers, NAWS, must review and approve decisions to grant time off in excess of 2 workdays. (R)

3. Limitations

a. The total amount of time off that can be granted to an employee during 1 leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that can be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. The maximum amount of time off that can be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. Time off granted as an award must be scheduled and used within 1 year after the award is made.

d. A time off award does not convert to cash under any circumstances.

e. The time off award can be transferred within DON. However, if the employee is transferring to another DOD activity or outside DOD, the time off cannot be transferred.

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4. Criteria. A time off award is granted to an employee in recognition of superior accomplishment or other personal effort that has contributed to the quality, efficiency, or economy of government operations. Examples of achievements that could be considered for a time off award:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

f. Successfully participating in a quality circle or process improvement team.

g. Submitting a suggestion that was adopted, but because the suggestion is considered to be within the employee's normal job responsibilities, the employee is not eligible for a cash award.

5. Documentation

a. The following information and justification is required:

NAME OF AWARDEE:

EMPLOYEE SSN:

DATE:

GEOGRAPHICAL LOCATION:

NUMBER OF HOURS:

AWARDED BY: (Name and Title)

DATE:

APPROVED BY:

DATE:

R) (Commander or Vice Commander, NAWCWPNS or Commanding Officers, NAWS.)

TIME OFF AWARD MUST BE USED BY:

(Not later than 1 year after the date of approval)

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REASON FOR AWARD:

(Summary statement explaining how the employee met one or more of the criteria for a Time Off Award)

b. The amount of time off is documented on an SF-50 (Rev. 7-91), Notification of Personnel Action, that is retained in the employee's Official Personnel Folder. A copy of the approved justification is forwarded to the payroll office. (R

6. Procedure. Nominations are submitted to the Commander or Vice Commander, NAWCWPNS, or Commanding Officers, NAWS, per procedure 2, enclosure (3). Approved documentation is submitted to the cognizant Human Resources Department for processing the SF-50 and payroll notification. (R

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NAVAL AVIATION SYSTEMS TEAM HOCKEY PUCK PROGRAM

☒ Navy ☐ Non-Navy ☐ Local ☒ Military ☒ Civilian

1. Background. This award was established to recognize NAWCWPNS individuals or teams who have exemplified team performance and process improvements.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS, Commanding Officers, NAWS, or Level 1 Competency Directors. (R)

b. The award consists of a Hockey Puck Medallion.

3. Criteria. Selection is based on one or more of the following criteria to individuals or teams who made a significant contribution:

a. They played an instrumental role in the consolidation process and positively advanced a NAVAIR corporate culture.

b. They made significant technical contributions to a NAVAIR program.

c. They were instrumental in implementing process improvements.

d. They promoted inter-NAVAIR teaming achievements.

4. Procedure. Submit nominations to the Commander or Vice Commander, NAWCWPNS; Commanding Officers, NAWS; or Level 1 Competency Directors, as appropriate, per procedure 2, enclosure (3). Pre-senters provide the Awards Administrator with the recipient's (or team members) name, title, date, and a brief description of the contribution resulting in the recognition. This information is forwarded via the Awards Administrator to NAVAIRHQ. (R)

6 Jun 1996

SELF-HELP AWARD

☒ Navy ☐ Non-Navy ☐ Local ☒ Military ☒ Civilian

1. Background. This award was established to recognize outstanding contributions to self-help improvement projects of significant impact that are accomplished by voluntary labor.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS. (R)

b. The award consists of a plaque for the organization listing the names of the individuals participating in the self-help project and letters of commendation signed by the Commander, NAWCWPNS.

3. Criteria

a. The award is given to groups of employees for completion of projects that incorporate high quality improvements of a permanent nature.

b. Considerations for this award include:

- (1) Significance of the project.
- (2) Amount of effort required on employee's own time to accomplish the project.
- (3) Quality of the completed project.
- (4) Ingenuity and innovation exercised in execution of the program.

4. Procedure. On completion, submit a description of the project (with sketches or photos as appropriate) for consideration to the Awards Board via the appropriate chain of command.

5. Special Note. Submit all proposed self-help projects to the Public Works Department for approval and compliance. You must submit all projects to the Public Works Department for approval before accomplishment.

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SECTION 5

LEVEL 1 COMPETENCY DIRECTOR AWARDS

(A

PROGRAM MANAGEMENT AWARD

CONTRACTS PROFESSIONAL EXCELLENCE AWARD

LOGISTICS EXCELLENCE AWARD

RESEARCH AND ENGINEERING EXCELLENCE AWARD

TEST AND EVALUATION DIRECTOR'S AWARD

CORPORATE OPERATIONS AWARD FOR SUPERIOR ACHIEVEMENT

SHORE STATION MANAGEMENT TECHNICAL AWARD

SHORE STATION MANAGEMENT QUALITY OF LIFE AWARD

ROOKIE OF THE YEAR AWARD

6 Jun 1996

PROGRAM MANAGEMENT AWARD

(A)

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes civilian and military employees for specific outstanding achievements in program management that contribute to the mission of the Navy and NAWCWPNS.

2. Description

a. The award is presented by the Director for Program Management.

b. The award consists of a plaque, letter of appreciation signed by the Director for Program Management, and \$500. Military members receive a cash award only if the achievement/contribution meets the criteria of reference (c).

3. Criteria

a. Substantial achievement or contribution that is clearly outstanding and supports Navy and NAWCWPNS initiatives, goals, and objectives. This achievement can be in any area of program management.

b. Evidence of contribution through documentation prepared and/or customer/sponsor acknowledgment toward meeting program goals and milestones.

c. Expectancy of a continued high level of contribution to the Program Management mission.

4. Procedure. Submit nominations to the Director for Program Management per procedure 2, enclosure (3).

6 Jun 1996

CONTRACTS PROFESSIONAL EXCELLENCE AWARD

(A

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes members of the NAWCWPNS Contracts Competency for specific outstanding achievements in all aspects of contracting or in contracting support that contributes to the mission of NAWCWPNS.

2. Description

a. The award is presented by the Director for Contracts.

b. The award consists of a plaque, letter of appreciation signed by the Director for Contracts, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria

a. Substantial achievement or contribution that is clearly outstanding in support of NAWCWPNS contracting initiatives, goals, and objectives, or is in support of such initiatives, goals and objectives in a manner that can be demonstrated to have contributed to the Contracts Competency during the evaluation period for the award.

b. Evidence of contribution(s) can be in the form of tangible or intangible benefits.

c. Contribution(s) that are recognized by affiliated competency directors and forwarded to the Contracts Competency for award consideration.

4. Procedure. Submit nominations to the Director for Contracts per procedure 2, enclosure (3).

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LOGISTICS EXCELLENCE AWARD

(A)

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes civilian and military employees for specific outstanding achievement in logistics that contributes to the mission of the NAWCWPNS Logistics Competency in support of the Armed Forces.

2. Description

a. The award is presented by the Director for Logistics.

b. The award consists of a plaque, letter of appreciation signed by the Director for Logistics, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria. Base the award nomination on the nominee's ability to excel in one or more of the ten elements of integrated logistics support, as defined in DODI 5000.2, part 7, section A, attachment 1. The award recipient(s) selection is made based on the nominee's overall contribution to peacetime and wartime readiness objectives. The individual must demonstrate the following attributes and characteristics in his or her approach to performing the job to be considered for the Logistics Excellence Award:

a. Substantial individual achievement in providing clearly outstanding logistics products/services that exceed customer or competency expectations for performance, cost, and schedule requirements.

b. Evidence of personal contribution in applying the elements of integrated logistics support to achieve identifiable improvements in systems readiness or logistic support.

c. Expectancy of a continued high level of performance in the execution of the Logistics Competency mission in support of the Armed Forces.

4. Procedure. Submit nominations to the Director for Logistics per procedure 2, enclosure (3).

6 Jun 1996

RESEARCH AND ENGINEERING EXCELLENCE AWARD

(A

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes Research and Engineering Competency employees (civilian and military) for specific outstanding achievement in the various group disciplines that contribute to the mission of NAWCWPNS.

2. Description

a. The award is presented by the Director for Research and Engineering.

b. The award consists of a plaque, letter of appreciation signed by the Director for Research and Engineering, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria

a. Substantial achievement or contribution that is clearly outstanding and supports the Research and Engineering Competency and NAWCWPNS initiatives, goals, and objectives. This achievement can be in any of the competency's disciplines.

b. Evidence of contribution through customer satisfaction, reports, papers presented, publications, or local, national or international recognition, significant ideas for improving products, services, or processes.

c. Expectancy of a continued high level of contribution to the performance of the Research and Engineering Competency mission.

4. Procedure. Submit nominations to the Director for Research and Engineering per procedure 2, enclosure (3).

6 Jun 1996

TEST AND EVALUATION DIRECTOR'S AWARD

(A

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes civilian and military employees for specific outstanding achievements and contributions to the test and evaluation mission of NAWCWPNS.

2. Description

a. The award is presented by the Director for Test and Evaluation.

b. The award consists of a plaque, letter of appreciation signed by the Director for Test and Evaluation, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria

a. Substantial achievement or contribution that is clearly outstanding and supports NAWCWPNS test and evaluation initiatives, goals, and objectives.

b. Evidence of contribution through reports, papers presented, publications, and performance observed.

c. Expectancy of a continued high level of contribution to the test and evaluation mission.

4. Procedure. Submit nominations to the Director for Test and Evaluation per procedure 2, enclosure (3).

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CORPORATE OPERATIONS AWARD
FOR SUPERIOR ACHIEVEMENT

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☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award recognizes civilian and military employees for outstanding achievements in areas that contribute to the mission of NAWCWPNS through development, improvement, or operation of systems directed at facilitating the mission of the Division.

2. Description

a. The award is sponsored and presented by the Director for Corporate Operations.

b. The award consists of a plaque, letter of appreciation signed by the Director for Corporate Operations, and \$500. Military employees may receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria

a. Substantial achievement or contribution that is clearly outstanding and supports NAWCWPNS, its initiatives, goals, and objectives. This achievement can be in any of the major competency areas of Corporate Operations; i.e., Strategic Management Support, Information Management, Human Resources, Personnel Security, Public Affairs, Comptroller/Financial Management, and General Counsel.

b. Expectancy of a continued high level of contribution to the performance of the Corporate Operations Team mission of facilitating the Corporation's mission of providing armament systems, components, and services to the fleet and other DOD services and agencies.

4. Procedure. Submit nominations to the Director for Corporate Operations per procedure 2, enclosure (3).

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SHORE STATION MANAGEMENT TECHNICAL AWARD

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☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is designed to recognize and honor a civilian or military employee who has demonstrated technical excellence in Shore Station Management. While not excluding engineers and other professional personnel, this award focuses more on the technician, operation specialist, or wage grade employees by providing singular recognition to an individual or group effort.

2. Description

a. The award is presented by the Director for Shore Station Management.

b. The award consists of a plaque, letter of appreciation signed by the Director for Shore Station Management, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria. Excellence in the technical aspects of the work of Shore Station Management that represents outstanding effort in overcoming a specific technical requirement or providing superior technical service.

4. Procedure. Submit nominations to the Director for Shore Station Management per procedure 2, enclosure (3).

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SHORE STATION MANAGEMENT
QUALITY OF LIFE AWARD

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☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. This award is designed to recognize and honor a civilian or military employee who has demonstrated exceptional devotion to improving the quality of life in the community.

2. Description

a. The award is presented by the Director for Shore Station Management.

b. The award consists of a plaque, letter of appreciation signed by the Director for Shore Station Management, and \$500. Military members receive a cash award only if the contribution meets the criteria of reference (c).

3. Criteria. Selection is based on one or more of the following:

a. Development or encouragement of pride and professionalism in a quality of life project or program. Quality of Life programs include, but are not limited to, Family Housing; Morale, Welfare and Recreation; Family Services; Medical Care; Pay and Allowances; and all other factors that are essential to maintain an acceptable quality of life standard.

b. Provide opportunity for and encouragement of professional growth of other personnel or members of the community. Examples include:

(1) Tutoring students

(2) Working with physically or mentally challenged individuals

(3) Scouting leadership

(4) Other significant accomplishments

4. Procedure. Submit nominations to the Director for Shore Station Management per procedure 2, enclosure (3).

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ROOKIE OF THE YEAR AWARD

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☐ Navy ☐ Non-Navy ☒ Local ☐ Military ☒ Civilian

1. Background. This award is designed to recognize and further develop the abilities of technical, professional, clerical, administrative, and wage grade employees who have shown significant contributions and rapid progress in their field, and who have been at NAWCWPNS less than 5 years.

2. Description

a. The award is presented by the employee's Level 1 Competency Director.

b. The award consists of a certificate signed by the Competency Director, and \$500.

3. Criteria. This award recognizes employees for demonstrating outstanding capability on the job or by significant contribution to the organization. Selection is based on one or more of the following criteria:

- a. Obstacles overcome in establishing or improving programs.
- b. Nature and degree of employee participation.
- c. Effectiveness of program administration (staff management support, creative use of resources).
- d. Imagination in developing creative solutions to problems.
- e. Exceptional ability in accomplishing scientific or technological advancement.
- f. Highly effective personal career development, executive or technical ability, and exemplary performance not based solely on any specific contribution.
- g. Significant accomplishments in support of projects or activities.
- h. Outstanding capability and exceptional promise for significant future achievements.

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i. Individual initiative that is over and above the individual's job responsibility and expectation.

j. Contribution to improvement of operational productivity or quality that has resulted in reduced operational costs.

k. Establishment of innovative procedures that are more efficient, economical, and effective.

4. Procedure. Submit nominations to the Level 1 Competency Director per procedure 2, enclosure (3).

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SECTION 6

DEPARTMENT AWARDS

AWARD FOR SUSTAINED PROFESSIONAL SERVICE

SPECIAL ACT AWARD

ON THE SPOT AWARD

RETIREMENT AWARDS

LENGTH OF SERVICE AWARDS

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AWARD FOR SUSTAINED PROFESSIONAL SERVICE

☐ Navy ☐ Non-Navy ☒ Local ☐ Military ☒ Civilian

1. Background. This award recognizes sustained professional service to the mission of NAWCWPNS.

2. Description

a. The award is presented by the Level 2 Competency Manager or equivalent. (R)

b. The award consists of a certificate signed by the Commander or Vice Commander, NAWCWPNS.

3. Criteria. Criteria for award consideration is based on the nominee's long-standing service professionalism demonstrated in directly supporting either or both the organizational work force and the mission of NAWCWPNS.

4. Procedure. Submit nominations to the Level 2 Competency Manager per procedure 3, enclosure (3).

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SPECIAL ACT AWARD

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. Background. This award is used to recognize a contribution by an individual or a group of employees for an effort that goes significantly beyond expected job performance. It is a one-time achievement of a nonrecurring nature. This award is separate from Performance Awards that recognize employee performance during the entire performance appraisal year and are based on the annual rating of record.

2. Description. This is a monetary award presented at anytime by the department head or equivalent.

3. Criteria. Use the following criteria as examples in determining qualifications for a special act award:

a. Performance that involved overcoming unusual difficulties.

b. Creative efforts that make important contributions to science or research.

c. Performance of assigned duties with special effort or special innovation that results in significant increases in productivity, economy, or other highly desirable benefits.

d. Exemplary or courageous handling of an emergency situation related to official employment.

e. An act of heroism.

f. The elimination of fraud, waste, and abuse.

4. Procedure. A recommendation is initiated by the employee's immediate supervisor. Use enclosure (4) for computing awards based on tangible and intangible benefits. The CAO line official

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with authority to expend funds approves/disapproves the recommendation and forwards it to the Awards Administrator for processing. This award is presented by the employee's Level 3 Competency Manager, or equivalent, in an appropriate setting.

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ON THE SPOT AWARD

☐ Navy ☐ Non-Navy ☒ Local ☐ Military ☒ Civilian

1. Background. This award is a Special Act Award for a one-time achievement that provides an immediate reinforcement for exceptional performance beyond the normal bounds of an employee's job and that benefits the local work place.

2. Description. The award can be granted at any time to civilian employees by the employee's Level 2 Competency Manager. The award consists of a monetary award of \$100 and a certificate.

3. Criteria. This award is intended to enhance morale by recognizing employee contributions that, while limited in impact and value, are of immediate benefit, noteworthy, and deserving of recognition. Such contributions are of a one-time, nonrecurring nature.

a. Examples of contributions for which employees can receive this award are:

(1) Performance that involved overcoming unusual difficulties.

(2) Extra projects or new ideas that have an immediate benefit to a worksite.

(3) Performance of assigned duties with special effort or innovation that results in increased productivity, economy, or other desirable benefits.

b. Due to the limited amount of the award, eligibility is restricted to individual employees.

4. Procedure. Recommendations are initiated by the employee's immediate supervisor and will contain a brief description of the achievement to be recognized. The CAO line official with authority to expend funds approves/disapproves the recommendation and forwards it to the Awards Administrator within five workdays of the achievement to be recognized. The Human Resources Department will process the award recommendation within three workdays of receipt from the respective Administrative Office. This award is presented by the employee's supervisor, originator, or equivalent, in an appropriate setting.

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RETIREMENT AWARDS

☒ Navy ☐ Non-Navy ☐ Local ☐ Military ☒ Civilian

1. NAWCWPNS Retirement Certificate

a. Description of Award and Intent. The NAWCWPNS Retirement Certificate is presented to Federal civil service employees at the time of their retirement from NAWCWPNS. The intent of the presentation is to express appreciation for faithful service.

b. Qualifications. A civilian employee who has a minimum of 20 years service (including both civilian and military service) is eligible to receive the certificate at an appropriate ceremony.

c. Procedure and Presentation. If desired by the retiring employee, the employee will be honored at a brief ceremony in the presence of co-workers and friends. At that time, the individual's Level 2 Competency Manager will present the certificate of retirement and will express appreciation for service to country and to the Department of the Navy.

2. Secretary of the Navy Retirement Certificate

a. Description of Award and Intent. The award consists of a certificate signed by the Secretary of the Navy. The intent of the presentation is to express appreciation for faithful service.

b. Qualifications. Retirees who meet the criteria for the 40-year Length of Service Award are eligible to receive a Secretary of the Navy Certificate of Retirement.

c. Procedure. When an eligible employee makes known their intention to retire, the Awards Administrator will forward a request to the Secretary of the Navy for a signed certificate. This award is presented by the Commander or Vice Commander, NAWCWPNS in an appropriate setting.

3. Retirement Plaque. At the option of the retiree's department, a retirement plaque can be presented at the retirement ceremony.

4. American Flag. At the option of the retiree's department, an American flag can be presented at the retirement ceremony.

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LENGTH OF SERVICE AWARDS

☒ Navy ☐ Non-Navy ☐ Local ☒ Military ☒ Civilian

1. Description. Length of service awards are granted in recognition of Federal service and NAWCWPNS service.

2. Description

a. Each department will establish its own procedures for presentation. The 40, 45 and 50 year awards are presented by the (R Commander or Vice Commander, NAWCWPNS.

b. Length of Service Awards consist of emblems and certificates.

3. Criteria

a. Federal Length of Service Awards

(1) Federal Length of Service Awards are granted to civil-ian employees for 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of (R Federal service. The 10-, 15-, 20-, 25-, 30-, and 35-year awards consist of a certificate and an emblem. The 40-, 45-, and 50-year awards consist of a certificate signed by the Secretary of the Navy and an emblem.

(2) Federal service includes creditable military and civil-ian service in departments and agencies of the Federal Government and the municipal Government of the District of Columbia. Of this, the most recent year must have been as a civilian employee of the Department of the Navy. Federal service including credit-able military service is determined by using the employee's ser-vice computation date.

b. NAWCWPNS Length of Service Awards are granted to civilian and military employees for 5, 10, 20, 30, or 40 years of service. Qualifying service is counted as follows:

(1) All civilian service within NAWCWPNS, which need not be continuous.

(2) Honorable military service within NAWCWPNS.

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(3) Honorable military service away from NAWCWPNS when pre-ceded by NAWCWPNS civilian service and followed by the employee's return to civilian service within NAWCWPNS.

- R) 4. Procedure. Annually, the Human Resources Department will pre-sent department administrative offices with a list of eligible employees. Department administrative offices are responsible for verifying length of civilian and military service, acquiring emblems and certificates, and ensuring presentation of awards. Certificates requiring signature by the Secretary of Navy are processed through the chain of command.

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SECTION 7

INVENTION AWARDS

INVENTION AWARD

HASKEL G. WILSON INVENTION AWARD

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INVENTION AWARD

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☒ Navy ☐ Non-Navy ☐ Local ☒ Military ☒ Civilian

1. Description

a. Invention Awards are designed to encourage creative and inventive thinking among employees and to promote the prompt disclosure of inventions by recognizing and rewarding such employees for their inventive contributions.

b. An invention is defined as conceiving, devising, or originating a new and useful process, machine, manufacture, composition of matter, or its improvement.

2. Qualifications. Inventions of value to the Government qualify for award consideration as employee contributions. The patent application must be filed within 1 year after public disclosure of the invention. Failure to file the application within the 1-year period will destroy the patentability of the invention. To ensure eligibility for an award, submit the invention disclosure to Patent Counsel to allow ample time for patent processing.

3. Procedure

a. When further patent processing of an invention disclosure results in the filing of a patent application in the U.S. Patent and Trademark Office, the Patent Counsel will notify the appropriate department of such filing. On notification, the department will ensure action is taken to grant an initial award of \$200 to the inventor. Where two or more employees or military members are coinventors, each is granted an award of \$200.

b. On notification from the Patent Counsel that the U.S. Patent and Trademark Office has issued a patent (or a notice of allowability in those instances where issuance of a patent is deferred because of security restrictions), the department will initiate action to grant an additional award of \$500 to the inventor. Where two or more employees or military members are coinventors, the award to each eligible coinventor is \$250.

c. As to any invention disclosure selected for publication, at the time the publication draft is forwarded for publication processing, the Patent Counsel will send a copy to the department along with a notification of its selection for

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publication. On receipt of this notification and a copy of the publication draft, the department will ensure action to grant an award of \$100 to the inventor. Where two or more employees or military members are coinventors, an award of \$200 is to be divided equally among the eligible coinventors.

d. In addition to the above patent and publication awards, all inventions filed in the U.S. Patent and Trademark Office or selected for publication are given additional award consideration based on their use and value, actual or anticipated.

e. Award consideration based on use and value also is given to those invention disclosures on which no patent or publication action is taken. This is done because an invention that does not meet the standards for patent or publication action might, nevertheless, provide a contribution to the Department of the Navy. Invention disclosures that are not selected for either patent or publication are forwarded by the Patent Counsel to the TQL/Organization Change Division for review to determine whether any use, either actual or contemplated, of the idea warrants award consideration.

f. Awards under this section are not authorized in those cases where a cash award already was granted for the invention as a suggestion. However, in cases where prior awards have totaled less than the amounts provided under this section, the difference may be awarded. The amount previously paid is deducted from the total award.

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HASKEL G. WILSON INVENTION AWARD

☐ Navy ☐ Non-Navy ☒ Local ☒ Military ☒ Civilian

1. Background. The Haskel G. Wilson Award was named after Mr. Wilson because of the support and recognition he gave to creative employees. During his 18 years as Deputy Technical Director at China Lake, Mr. Wilson established and nurtured a climate of innovative creativity. Due to his insistence, it became China Lake's position that Navy laboratories should do the high risk, critical, technical explorations of a weapons development program. He pushed to keep China Lake as a whole on the forefront of technology and to recognize individuals for their part in this process.

2. Description

a. The award is presented by the Commander or Vice Commander, NAWCWPNS, at an annual awards ceremony recognizing outstanding patent holders during Inventor's Month (February).

b. The award consists of a plaque and a monetary award as determined by the award scales, enclosure (3), to the dollar benefits that accrue, or are expected to accrue, during the first full year the invention is in operation.

3. Criteria

a. Must have received an initial Invention Award and a Patent.

b. Consideration is given to inventions based on their use and value, actual or anticipated.

4. Procedures. Level 2 Competency Managers will review all patents issued within their departments and forward the names of patent holders they feel deserve further award consideration based on the use and value of the invention, whether actual or anticipated, to the Patent Counsel Office. A committee composed of three technical Level 2 Competency Managers and a representative from the Patent Counsel Office will review nominations received from the departments and make the final recommendations to the Awards Board per procedure 4, enclosure (3).

AWARD NOMINATION FORMAT				
TITLE OF AWARD				
NOMINEE(S)	CODE	TITLE	SERIES	GRADE
BRIEF DESCRIPTION OF CONTRIBUTION BEING RECOGNIZED, INCLUDING DATES OF ACCOMPLISHMENT				
APPROXIMATE YEARS OF SERVICE AT ACTIVITY	APPROXIMATE YEARS OF FEDERAL SERVICE	CODE(S)	JP	
OTHER AGENCIES (IF KNOWN)				
OTHER AWARDS				
LAST PERFORMANCE APPRAISAL RATING				
REQUIRED SIGNATURES				
LEVEL 1 DIRECTOR OR COMMANDING OFFICER, NAWS				

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PROCEDURES FOR SUBMITTING AWARDS

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Table 1b. Quick Guide for Calculating Awards Based on Tangible Benefits (page 4-1).

Table 2. Scale of Awards Based on Intangible Benefits (page 4-2)

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